

From: Bell, Jennifer C. DPI
Sent: Thursday, January 04, 2018 1:14 PM
To: ACT test coordinators, High school principals, DACs
Subject: WI Statewide ACT Assessments Update - Jan 4

Dear educators,

Happy New Year! As a reminder, the deadline to submit ACT accommodations and EL supports requests is **January 12**. This is a firm deadline. Log into the [Test Accessibility and Accommodations \(TAA\) system](#) to check the status of your requests and review decisions. In TAA you will see the reason the request was not approved or partially approved with instructions for the additional documentation that is needed. Requests that are not approved can be edited for reconsideration **through January 26**. For WorkKeys, there is not a request process for accommodations. Schools must place an order for WorkKeys accommodated materials, including the Spanish version of WorkKeys, through PearsonAccessnext. The deadline to place these orders is **January 17**. If students with disabilities are denied accommodations for statewide ACT testing, please notify the DPI Office of Student Assessment.

Student Data Upload for ACT and WorkKeys – January 8 Deadline to Update Data in Your Student Information System

- The deadline to have grade 11 student data up-to-date in your local Student Information System is **January 8**.
- DPI will load public school and choice student data into PearsonAccessNext from WISEdata on January 9.
- Schools will then verify the student data in PANext January 10th -17th.
- Students who enroll after January 8 will need to be manually added to PANext by the school.
- If you are adding newly enrolled students to PANext, the information has to be added in two places: once for ACT and once for WorkKeys. (See page. 11 of the [PearsonAccessNext User Guide for the ACT Test](#) and page 11 of the [PearsonAccessNext User Guide for WorkKeys](#) for instructions.)

ACT Accommodations – January 12 Deadline to Submit Requests

- In order to submit accommodations requests to the [Test Accessibility and Accommodations \(TAA\) system](#), you first need to [request access](#) through the TAA website. The process to approve users in TAA can take up to 5 days, so if you do not have access yet, please request access today.
- The deadline to submit ACT accommodations and EL supports requests in the TAA system is **January 12**. This is a firm deadline.
- Log into TAA to check the status of your requests and review decisions. You can sort the student list by status to see which requests are in review, approved, partially approved, require action, or are not approved.
- In TAA you will see the reason the request was not approved or partially approved with instructions for the additional documentation that is needed.
- Requests that are not approved can be edited for reconsideration **through January 26**. This is a firm deadline.
- Students without ACT-approved accommodations will test standard time or with local arrangements. See the [ACT Accommodations Test Administration Manual](#) for the list of local arrangements that can be made without ACT's approval.
- It takes 7 to 10 business days to process a request. ACT recommends submitting your initial requests early enough to receive the decision before the initial request deadline so you have time to submit additional documentation, if needed, by the reconsideration deadline.
- If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or actaccoms@act.org.

- The Late Consideration Form may be used for students who, after January 12, enroll in your school, have newly identified disabilities, or sudden onset of medical conditions.
- If students with disabilities are denied accommodations for statewide ACT testing, please notify the DPI Office of Student Assessment.
- More resources on ACT accommodations can be found here:
<https://dpi.wi.gov/assessment/act/accommodations>

ACT and WorkKeys Test Materials for Initial Test Dates (Feb 27 and 28)

Standard time

- You do not place an order for initial test date standard time test materials; this order is automatically generated by your student enrollment count in PearsonAccess^{next}.

Accommodations

- **ACT:** Orders for initial test date ACT materials for students testing with accommodations or EL supports are automatically generated for students who have ACT-approved accommodations. ACT does this “behind the scenes” by entering the TAA PINs into PearsonAccess^{next}.
- **WorkKeys:** Schools must place an order for WorkKeys accommodated materials, including the Spanish version of WorkKeys, through PearsonAccessnext. The deadline to place these orders is January 17.

Additional Orders

- If additional materials are needed after the January 10-17 window to verify student enrollment has passed, submit an additional order in PearsonAccess^{next} for standard time examinees, or call the ACT Test Accommodations team for materials needed for examinees with ACT-approved accommodations or EL supports.
- Materials for the make up test dates can be ordered in PAnext Feb. 27 – Mar 2.

Tracking Shipments

- You can track test materials shipments under Setup>Orders & Shipment Tracking in PearsonAccess^{next}.

Upcoming Dates and Deadlines ([see full schedules of events on the DPI calendar page](#))

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| <input type="checkbox"/> Jan. 2-5 | Aspire portal rollover – do not use the portal during this time. |
| <input type="checkbox"/> Jan 8 | Deadline to have grade 11 student data up-to-date in your local Student Information System. |
| <input type="checkbox"/> Jan 9 | DPI uploads grade 11 student data from WISEdata into PearsonAccessnext. |
| <input type="checkbox"/> Jan 10-17 | Schools review student data in PearsonAccessnext, enroll or unenroll students as needed. |
| <input type="checkbox"/> Jan 12 | Deadline to request ACT accommodations and EL supports. |
| <input type="checkbox"/> Jan 17 | Deadline to order WorkKeys accommodations materials. |
| <input type="checkbox"/> Jan 18, 2pm | ACT/WorkKeys Test Administration Training Webinar and Q&A, part 2. |
| <input type="checkbox"/> Jan 26 | Deadline to edit and re-submit requests for non-approved accommodations |
| <input type="checkbox"/> Feb 2-9 | Schools receive ACT and WorkKeys materials depending on the ship date selected in PAnext. |
| <input type="checkbox"/> Feb 5 | Deadline to have grades 9 and 10 student data up-to-date in your local Student Information System. |
| <input type="checkbox"/> Feb 6 | DPI uploads grade 9 and 10 student data from WISEdata into the Aspire portal. |
| <input type="checkbox"/> Feb 6, 10am | Aspire Technology Readiness Training Webinar and Q&A. |
| <input type="checkbox"/> Feb 8, 10am | Aspire Test Administration Training Webinar and Q&A. |

Register for Upcoming Training Webinar Q&A Sessions

- ACT/WorkKeys test administration training webinar and Q&A session Part 2, January 18 at 2pm (Covers different content than the first training webinar.)
 - Register here: <https://act.ilinc.com/register/jrxzhwm>

- Aspire Technology Readiness, February 6, 10am
 - Register here: <https://pearsononline.webex.com/pearsononline/k2/j.php?MTID=t5e1fd591cefa16ec7ea20252b8b0307f>
- Aspire Test Administration, February 8, 10am
 - Register here: <https://act.ilinc.com/register/htcshmk>
- Registration closes 48 hours before the webinars begin.
- Webinars are recorded and posted here: <https://dpi.wi.gov/assessment/act/trainings>

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

608-267-7268

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<https://dpi.wi.gov/assessment/act>

Student Data

Phil Cranley

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Choice Program and Test Security Issues

Duane Dorn

608-267-1069

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.